

Guidance for Preparation of Funding Documents

Important Note

The Office of Management and Budget (OMB) has outlined to all federal agencies in their June 6, 2008 memorandum titled “Improving the Management and Use of Interagency Acquisitions” for use of an **IA Part B – Requirements & Funding Information** or an **IA Part B – Financial Addendum**. In compliance with this directive GSA / FAS / AAS requires that all funding packages tendered by client agencies, whether DoD or Civilian, must include one of these documents.

If the funding is for a new requirement a complete IA Part B must be provided. If the funding is for an existing requirement the IA Part B – Financial Addendum may be used.

Clients are encouraged by OMB and GSA to submit the IA Part B or the Financial Addendum as the funding document. Agencies may also submit their own agency specific funding document forms (MIPR, RWA, etc.) at their option. However in all cases the Part B or Financial Addendum must be provided as well.

All Funding documents, including Part B or Financial Addendum should be sent to the Funding Document Mailbox

R07 aasfundingdocs@gsa.gov

A copy should also be sent to the Project Manager

Essential Elements of a Funding Document – DoD

1. MIPR number plus Basic or Amendment #
2. Appropriation and line of accounting
3. Budget Point of Contact Name, phone number and email
4. Amount
5. Period of Performance – ***Required IAW the Defense Federal Acquisition Regulation Supplemental 253.208-1: The MIPR must include a realistic (estimated) time of delivery/performance.*** If the period of performance is uncertain verbiage such as “Date of award plus 12 months” is recommended.
6. Signature and date signed
7. Must be Reimbursable (Category I) Cannot be Direct Site (Category II)
8. Accounting Station Number
9. Requesting Agency Name and Address
10. Purpose of funding (Bona Fide Need – may be contained in Part B)
11. ***Required IAW the USD(C)CFO March 27, 2006, memorandum, “Proper Use of Interagency Agreements with Non-Department of Defense Entities Under Authorities Other Than the Economy ACT”. For DoD appropriations using 1year O&M funds the following verbiage must be included on the MIPR:***

“These funds are available for services for a period not to exceed one year from the date of obligation and acceptance of this order. All unobligated funds shall be returned to the ordering activity no later than one year after the acceptance of the order or upon completion of the order, whichever is earlier.”
12. Funding authority must come from The **Clinger-Cohen Act** 40 USC 1302 (also known as the Information Technology and Management Reform Act of 1996) or the **Property Act** 40 USC 501-506, 592 (b) (2). We do not accept MIPR’s referencing The Economy Act 31 USC 1535.

MILITARY INTERDEPARTMENTAL PURCHASE REQUEST

PAGE 1 OF 1 PAGES

MIPR Number

Basic or Amendment

F16AF168185G002

Basic

2. FSC
3. CONTROL SYMBOL NO.
4. DATE PREPARED: 07-Jul-2010
5. MIPR NUMBER: F16AF168185G002
6. AMEND NO.: Basic

7. TO: GSA / FAS
100 NE 410 Loop, Suite 1400
San Antonio, TX 78216
Attn: ?? Project Manager Name ??

8. FROM: (Agency, name, telephone number of originator)
SAF / AQXR
1060 Air Force Pentagon
Washington, DC 20330
Name and Email of person to be notified of acceptance

9. ITEMS ARE ARE NOT INCLUDED IN THE INTERSERVICE SUPPLY SUPPORT PROGRAM AND REQUIRED INTERSERVICE SCREENING HAS HAS NOT BEEN ACCOMPLISHED.

ITEM NO.	DESCRIPTION (Federal stock number, nomenclature, specification and/or)	QTY	UNIT	ESTIMATED PRICE	ESTIMATED TOTAL PRICE
a	b	c	d	e	f
1.	This is a Reimbursable MIPR				250,000.00
2.	Send Acceptance of MIPR, DD Form 448-2 to address in Block 8				
3.	Reference the entire accounting classification including MIPR number in Block 5 on all obligation documents.				
4.	Do not exceed target without an amended MIPR				
5.	Do not incur obligations after [9/30/year funds expire]				
6.	This is a non-Economy Act order. Specific authority applicable to this action is the Clinger-Cohen Act, 40 USC 1302				
7.	These funds are available for a period of not to exceed one year from the date of obligation and acceptance of this order. All unobligated funds shall be returned to the ordering activity no later than one year after the acceptance of the order or upon completion of the order, whichever is earlier.				
8.	Budget POC Name, Telephone number and email Period of Performance: [from date - end date] I certify that the goods acquired under this agreement are legitimate, specific requirements representing a bona fide need of the fiscal year in which these are obligated.				

Must be Reimbursable (Category 1)

Amount of funding on this MIPR

Budget Point of Contact

Estimated Period of Performance

This verbiage is required if 1 year O&M funds are cited.

Total funding for this MIPR and all amendments

250,000

10. SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PACKAGING INSTRUCTIONS INSTRUCTIONS FOR DISTRIBUTION OF CONTRACTS AND RELATED DOCUMENTS.

12. TRANSPORTATION ALLOTMENT (Used if FOB Contractor's plant)

13. MAIL INVOICES TO (Payment will be made by)
DFAS - Limestone
P.O. Box 369020
Columbus, OH 43236-9020
PAY OFFICE DODMAD F67100

FUNDING FOR PROCUREMENT ARE PROPERLY CHARGEABLE TO THE ALLOTMENTS SET FORTH BELOW, THE AVAILABLE BALANCES OF WHICH ARE SUFFICIENT TO COVER THE ESTIMATED TOTAL PRICE.

ACCTG STA DODMAD	APPROPRIATION	LIMIT/SUBHEAD	SUPPLEMENTAL ACCOUNTING CLASSIFICATION	ACCTS STA DODMAD	AMOUNT
F67100	5703400		300 154L AMHO04 040000 559ZZ 72806F 667100 SC:B3F FSR:004439 PSR:003984 DSR: 210415	F67100	\$250,000.00

Line of Accounting

Must be signed, script or electronic, and dated

16. SIGNATURE
17. DATE

Essential Elements of a Funding Document – Civilian

1. Funding Document Number
2. Appropriation Code and line of accounting
3. Budget Point of Contact Name, phone number and email
4. Type of Appropriation (Annual, Multi Year, No Year)
5. Amount
6. Signature and Date
7. Purpose of funding (Bona Fide Need – may be contained in Part B)

Agencies are encouraged to use the IA Part B (for new requirements) and the Financial Addendum (for modifications) as your funding document.

OMB has outlined to all federal agencies in their June 6, 2008, memo titled Improving the Management And Use of Interagency Acquisitions for agencies to use the IA Part B Requirements for a new Requirement and the Financial Addendum for all modifications as your funding document.

However, Civilian agencies may supply their own funding document form at their option. However, a Part B Requirements & Funding Information or the Financial Addendum must still be provided.

Part B – Requirements & Funding Information

**GENERAL SERVICES ADMINISTRATION (GSA)
FEDERAL ACQUISITION SERVICE (FAS)
ASSISTED ACQUISITION SERVICES (AAS)
INTERAGENCY AGREEMENT**

PART B – Requirements & Funding Information

B.1. Purpose

This Part of the IA (hereinafter "Part B") serves as or supplements the funding document received. It provides specific information on the requirements of [insert the name of agency/organization with a requirement], hereinafter "the Requesting Agency" sufficient to demonstrate a bona fide need and identifies funds associated with the requirement to allow GSA/FAS/AAS, hereinafter "the Servicing Agency," to provide acquisition assistance and conduct an interagency acquisition.

Insert name

B.2. Authority

The parties' authority to enter into this interagency agreement is (check applicable box):

- Revolving Fund (40 USC § 321)
Identify specific statutory authority: The Servicing Agency's authority for this IA is derived from 40 U.S.C §§ 501-502 (for personal property and non-personal services), 40 USC § 11314 (for some aspects of information technology), 40 USC 11302(e) (OMB's executive agent designation) and/or the Acquisition Services Fund, 40 USC § 321. These statutory authorities are independent of the Economy Act and therefore, the Economy Act does not apply to this agreement

B.3. Part B Identifier

Task Number: _____

Insert Funding Document Number

Funding Document Amendment Number

Funding Document: _____

Part B Amendment Number: B-_____ (insert N/A for original)

Purpose of Amendment: (insert N/A for original)

e.g. "exercising option 2" or "incremental funding" or "increasing level of effort"

B.4. General Terms & Conditions

Activities undertaken pursuant to this document are subject to the general terms and conditions set forth in Part A, IA Number: [insert IA number found in section 3 of Part A]. Part A is located at (check applicable box):

[insert location]

Attached

Name of project relative to bona fide need. Not AAS project number.

B.5. Project Title

[insert name of Requesting Agency's project]

B.6. Description of Products or Services / Bona Fide Need

This section describes the goods or services that will be acquired from a contractor by the Servicing Agency on behalf of the Requesting Agency under this IA.

[Include a specific, definite, and clear description that demonstrates a bona fide need and supports a binding agreement that can be recorded as an obligation in the fiscal year that the funds are available for obligation. See IA instructions for further information.]

If the goods and/or services to be acquired are described in an attachment, check the box below and describe the attachment.

Description of goods or services is attached. [\[insert brief description of attachment\]](#)

B.7. Projected Milestones

[Examples \(these will need to be updated as the project progresses\):](#)

Event	Estimated Completion Date
Requirements Documents Finalized	
Complete Acquisition Plan	
Issue Task Order Request/Solicitation	
Complete Proposal Evaluations	
Contract/Order Award	
Task Order Start	
Task Order Completion	
Others deliverables, as needed	

B.8. Billing and Payment

The Servicing Agency will pay contractor invoices from amounts identified in section 13 on a reimbursable basis. The Servicing Agency will present an itemized statement to the Requesting Agency for reimbursement of incurred contract costs and assisted services support costs. The Requesting Agency will pay reimbursable billings to the Servicing Agency from funds identified in section 12. See section 7 of Part A for additional terms and conditions addressing billing and payment.

B.9. Description of Acquisition Assistance

The Servicing Agency will provide the following services to the Requesting Agency.

The Servicing Agency will provide full life cycle acquisition and project management support to the Requesting Agency. These services shall include acquisition planning, contract execution, contract administration, and project management support.

Specific Roles and Responsibilities for the Servicing Agency and the Requesting Agency are delineated in Part A, Section A.6.

B.10. Fees

Services charges will be determined as follows:

The Requesting Agency will reimburse the Servicing Agency for the costs of supplies/services provided under this IA. Costs of supplies/services include the amounts due the contractor under the task/delivery/purchase order plus any applicable charges for recovery of the Servicing Agency's costs of doing business on behalf of the Requesting Agency. Servicing Agency services are non-severable. Assisted services provided under this Part B will be reimbursed on the following basis:

Insert applicable surcharge

- Surcharge in the amount of ____ percent of amount(s) obligated on contract
- Actual Servicing Agency Labor Hours (billed at the hourly rates in effect at the time the hours are worked)
- Actual Servicing Agency Labor Hours (billed at the hourly rates in effect at the time the hours are worked) plus transaction fee for amounts obligated on contract
- Fixed Price
- Other (describe here)

Insert estimated amount

The annual estimated cost for AAS support (AAS labor and fees) for this Part B is \$_____. This cost estimate is based on the best information available at this time. As better information becomes available, or should unforeseen circumstances arise, it may be necessary to modify these estimates.

B.11. Obligation Information

Servicing Agency and Requesting Agency shall complete the table below.

Common Agreement Number	Requirement	Type of Requirement (Flowthrough) (Severable Service / Non-severable service)	Type of AAS Requirement (AAS labor/fees)
Insert IA Number		↓	↓

Funding Summary

Will be zero if original. Otherwise sum of original and previous amendments

Amount of this funding action

Total previous and current

Previous IA Funding	Current IA Funding	Total IA Funding
\$	\$	\$ 0.00

Ex: 57(agency)
0(FY)
3400(appropriation)

B.12. Requesting Agency Funding Information

The Requesting Agency's Certifying Official shall complete the table below for certification. (use continuation page if additional blocks are needed)

Basic appropriation symbol (Treasury account symbol)	Treasury FASTBOOK
Amount obligated (contract costs plus assisting agency's service fee)	\$
Fund citation (line of accounting)	In addition to LOA, also include MIPR number in this field
Appropriation expiration date	Make sure this field includes appropriation expiration date, First FY available, FY of Funds, and Type of Funding (one year, multi-year, no year)
Unique restrictions on funding (if any)	Describe in B.14
Business event type code	DISB (Treasury BETC info Treasury TAS Info)
Agency location code (8-digit) for IPAC	
DUNS/BPN number (Business Partner Network or BPN #)	Dun and Bradstreet DUNS Locator
Funding agency code	
Funding office code	
Billing Office Address	If Different from Financial POC address in B.17.

Must be signed electronically or script

Requesting Agency Funds Certifying Official

I certify that the information cited above are properly chargeable for the purposes set forth in paragraphs B.4 and B.11 of this IA.

Signature:

Date

Printed Name:

Title:

Agency:

B.13. Servicing Agency Funding Information

The Servicing Agency shall complete the table below.

Basic appropriation symbol (Treasury account symbol)	47X4534.001
Fund citation (line of accounting)	299X. A07VR110.TDF1.25.TDC01.H08
Business event type code	COLL
Agency Location Code (8-digit) for IPAC	47 000016
DUNS/BPN number	126788004
Cage Code DODAAC	3MSU6 477AAF

Servicing Agency Funds Certifying Official

Signature:	Date
Printed Name: Michael Walker	
Title: Funds Manager	Agency: GSA/FAS/AAS

OR

Signature:	Date
Printed Name: Virginia Manning	
Title: Funds Manager	Agency: GSA/FAS/AAS

B.14. Description of Requesting-Agency Unique Restrictions

This section identifies unique restrictions applicable to the Requesting Agency regarding acquisition, other than funding. [\[insert description e.g., the Berry Amendment\]](#)

Note: unique restrictions on funding should be identified in paragraph B.12.

B.15. Small Business Credit

The Servicing Agency shall use the following FIPS 95-2 Code to identify the Requesting Agency in FPDS: [\[the Requesting Agency should insert the lowest FIPS 95-2 Agency/Bureau component\]](#). Note: If the code is not provided, the Servicing Agency will allocate the credit to the highest Requesting Agency FIPS 95-2 Code.

B.16. Amendments

Any amendments to the terms and conditions in Part B shall be made in writing and signed by both the Servicing Agency and the Requesting Agency.

B.17. Contact Information

Servicing Agency Program Office POC	Requesting Agency Program Office POC
Name:	Name:
Address: GSA/FAS/AAS 819 Taylor Street Fort Worth, TX 76102	Address:
Email:	Email:
Phone/Fax:	Phone/Fax:
Servicing Agency Financial POC	Requesting Agency Financial POC
Name: Mike Walker Name: Virginia Manning	Name:
Address: GSA/FAS 819 Taylor Street Fort Worth, TX 76102	Address:
Email mike.walker@gsa.gov Email virginia.manning@gsa.gov	Email:
Phone: 817-850-8345 or 817-850-8343	Phone/Fax:
Servicing Agency Project Manager	
Name:	
Address: GSA/FAS/AAS 819 Taylor Street Fort Worth, TX 76102	
Email:	
Phone/Fax:	

B.18. Signatures

By signing this document, the Requesting Agency confirms that a bona fide need exists and that funds are for the designated purpose, meet time limitations, and are legally available for the acquisition described in this document; that all unique funding and procurement requirements, including all statutory and regulatory requirements applicable to the funding being provided, have been disclosed to Servicing Agency; and all internal reviews and approvals required prior to transferring funds to the Servicing Agency have been completed. The Servicing Agency's acceptance of this document creates an obligation on the part of the Requesting Agency.

Requesting Agency Official		Servicing Agency Official	
	_____		_____
Signature	Date	Signature	Date
Printed Name			
Title:		----- Title:	
Agency:		Agency: GSA/FAS/AAS	

Financial Addendum Part B – Funding Information

**GENERAL SERVICES ADMINISTRATION (GSA)
 FEDERAL ACQUISITION SERVICE (FAS)
 ASSISTED ACQUISITION SERVICES (AAS)
 INTERAGENCY AGREEMENT**

Financial Addendum Part B– Funding Information

B.1. Purpose

This Part of the IA (hereinafter "Financial Addendum Part B") serves as or supplements the funding document received. It provides specific information on the requirements of [insert the name of agency/organization with a requirement], hereinafter "the Requesting Agency" sufficient to demonstrate a bona fide need and identifies funds associated with the requirement to allow GSA/FAS/AAS, hereinafter "the Servicing Agency," to provide acquisition assistance and conduct an interagency acquisition.

B.3. Part B Identifier

Insert Funding document Number

Insert Name

Task Number: _____

Funding Document Amendment Number

Funding Document : _____

Part B Amendment Number: B-_____

e.g. "exercising option 2" or "incremental funding" or "increasing level of effort"

Purpose of Amendment: _____

B.11. Obligation Information

Servicing Agency and Requesting Agency shall complete the table below.

Common Agreement Number	Requirement	Type of Requirement (Flowthrough) (Severable Service / Non-severable service)	Type of AAS Requirement (AAS labor/fees)
Insert IA Number	Will be zero if original. Otherwise sum of original and previous amendments	Amount of this funding action	Total previous and current

Funding Summary

Previous IA Funding	Current IA Funding	Total IA Part B Funding
\$	\$	\$ 0.00

Ex: 57(agency) 0(FY)
3400(appropriation)

B.12. Requesting Agency Funding Information

The Requesting Agency's Certifying Official shall complete the table below & certification. (use continuation page if additional blocks are needed)

Basic appropriation symbol (Treasury account symbol)	Treasury FASTBOOK
Amount obligated (contract costs plus assisting agency's service fee)	\$
Fund citation (line of accounting)	Should be same as LOA on MIPR
Appropriation expiration date	Make sure this field includes appropriation expiration date, First FY available, FY of Funds, and Type of Funding (one year, multi-year, no year)
Unique restrictions on funding (if any)	Describe in B.14 if any
Business event type code	DISB (Treasury BETC info Treasury TAS Info)
Agency location code (8-digit) for IPAC	
DUNS/BPN number (Business Partner Network or BPN #)	Dun and Bradstreet DUNS Locator
Funding agency code	
Funding office code	

Must be signed electronically or script

Requesting Agency Funds Certifying Official

I certify that the information submitted above are properly chargeable for the purposes set forth in paragraphs B.4 and B.11 of this IA.

Signature:

Date

Printed Name:

Title:

Agency:

B.13. Servicing Agency Funding Information

The Servicing Agency shall complete the table below.

Basic appropriation symbol (Treasury account symbol)	47X4534.001
Fund citation (line of accounting)	299X. A07VR110.TDF1.25.TDC01.H08
Business event type code	COLL
Agency Location Code (8-digit) for IPAC	47 000016
DUNS/BPN number	126788004
Cage Code	3MSU6
DODAAC	477AAF

Servicing Agency Funds Certifying Official	
Signature:	Date
Printed Name: Michael Walker	
Title: Funds Manager	Agency: GSA/FAS/AAS

OR	
Signature:	Date
Printed Name: Virginia Manning	
Title: Funds Manager	Agency: GSA/FAS/AAS

B.18. Signatures

By signing this document, the Requesting Agency confirms that a bona fide need exists and that funds are for the designated purpose, meet time limitations, and are legally available for the acquisition described in this document; that all unique funding and procurement requirements, including all statutory and regulatory requirements applicable to the funding being provided, have been disclosed to Servicing Agency; and all internal reviews and approvals required prior to transferring funds to the Servicing Agency have been completed. The Servicing Agency's acceptance of this document creates an obligation on the part of the Requesting Agency.

Requesting Agency Official		Servicing Agency Official	
	_____		_____
Signature	Date	Signature	Date
Printed Name			
Title:		Title	
Agency:		Agency: GSA/FAS/AAS	